



District of Columbia
Department of Housing and
Community Development

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REQUEST FOR PROPOSALS

Home Purchase Assistance Programs

Issue Date: June 4, 2004

Closing Date: July 9, 2004

Closing Time: 4:00 p.m.

The District Department of Housing and Community Development pledges to foster the letter and spirit of the law for achieving equal housing opportunity in the District of Columbia.

***LATE PROPOSALS WILL NOT BE FORWARDED TO
THE REVIEW PANEL***

NOTICE

PRE-PROPOSAL CONFERENCE



Home Purchase Assistance Program

Attendance Recommended

WHEN: June 21, 2004

*WHERE: Department of Housing and Community Development
801 North Capitol Street, NE
9th Floor Conference Room
Washington, DC 20002*

TIME: 10:00 am – 12:00 pm

*CONTACT PERSON: Carlynn Fuller
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Checklist for Proposals Home Purchase Assistance Program

DHCD will not forward unresponsive proposals to the review panel.

Verify that the proposal response form and attachments conform to all instructions.

- ☐ The proposal response form must be printed on 8½ by 11-inch paper, landscape, on one side, using 11- or 12-point type
- ☐ Proposals must observe all word limits
- ☐ Applicants must submit the proposal unbound (other than binder clips per the instructions)
- ☐ The proposal response form must have three holes punched on the top (long) margin
- ☐ The attachments package must have three holes punched in the left margins
- ☐ Applicants must provide eight (8) copies of the proposal (following the same format as above), plus the original with an electronic version of the proposal submitted on a diskette
- ☐ Applicants must attach two original completed Receipts (see RFP Attachment C) attached to the outside of the envelopes or packages for DHCD's approval upon receipt.
- ☐ The proposal includes only the requested attachments (listed below)
 - Articles of Incorporation and Bylaws
 - Organizational chart
 - Board resumes
 - Staff resumes
 - Assurances (See RFP Attachment A)
 - Certifications (Lobbying, Drug-Free, etc.) (see RFP Attachment B)
 - Two Original Receipts (see RFP Attachment C)
 - Certificate of Good Standing from DCRA
 - List of Proposed Sub-grantees (if applicable)

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PROPOSAL RESPONSE FORM

ATTACHMENTS

Attachment A Assurances

Attachment B Certifications

Attachment C Original Receipt

Attachment D 24 CFR *570.204* (c)

**REQUEST FOR PROPOSALS FY 2005
For the Administration of the District's
Home Purchase Assistance Program,
Employer-Assisted Housing Program,
Home Purchase Assistance Step-Up Program,
Metropolitan Police Housing Assistance Program, and,
Homeownership Developer's Incentive Fund**

SECTION 1: GENERAL INFORMATION

Introduction

The District of Columbia Department of Housing and Community Development (DHCD) receives funding each year to develop programs, projects, and activities that provide affordable housing for the benefit of low- and moderate-income households.

For FY 2005, the Department will select an organization demonstrating in its proposal that it can produce clear positive outcomes for residents of the District of Columbia. Applicants should use this proposal process to evidence their ability to produce positive outcomes by demonstrating that they have high project management and administrative capacity and a proven track record of delivering products and services similar to or related to those defined in the request for proposals.

Purpose of Request for Proposals (RFP)

The purpose of this Request for Proposals (RFP) is to solicit proposals for the administration of all of the programs that fall under the rubric of home purchase assistance programs. DHCD seeks to identify a Community-Based Development Organization (CBDO) that demonstrates organizational competence, performance capacity, and responsiveness to local needs and market demand.

The grantee shall operate these down payment and closing cost assistance programs to assist low- to moderate-income homebuyers to purchase single family homes and condominium units in the District of Columbia. The grantee shall work closely with Community Based Housing Counseling Agencies designated by DHCD to process applications.

Award Period

The award period will consist of a base year and four one-year options. The base year will begin October 1, 2004 and end September 30, 2005; and the option years, if exercised, will run consistent with the District's fiscal years for each of the next consecutive four years.

SECTION 2: PROGRAM REQUIREMENTS

Home Purchase Assistance Programs

The District of Columbia Department of Housing and Community Development (DHCD) hereby requests grant proposals from Community-Based Development Organizations interested in administering all of the programs that fall under the rubric of home purchase assistance programs; namely, the Home Purchase Assistance Program (HPAP), the Employer-Assisted Housing Program (EAHP), the Home Purchase Assistance Step-Up Program (HPASUP), the Metropolitan Police Housing Assistance Program (MPHAP), the Homeownership Developer's Incentive Fund (HoDIF), and other initiatives which the Department may undertake in relation to home purchase assistance.

The organization selected to administer these programs will be responsible for accepting and processing HPAP applications, accepting requests for financial assistance from applicants interested in the Employer-Assisted Housing, the Metropolitan Police Housing Assistance Program and the Home Purchase Assistance Step-Up Program and for accepting applications for HoDIF from non-profit developers which construct or rehabilitate single family housing and condominium units in the District of Columbia for sale to eligible lower income District households.

SECTION 3: QUALIFICATIONS

Eligible Organizations/Proposal Restriction

This proposal is restricted to Community-Based Development Organizations (CBDOs) as defined in 24 CFR 570.204 (c) (see attachment D).

Organizational Capacity

A successful applicant has the staff and board resources available to be an effective administrator of the home purchase assistance programs offered by DHCD. The applicant's overall administrative capacity as it relates to all requirements of grant management will be closely examined. Applicants will be evaluated on the basis of financial management capability, staff qualifications, administrative capability, credit-worthiness, and demonstrated understanding of all issues involved in performing all activities required under the grant administration.

The applicant must have a governing body that possesses neighborhood revitalization, legal, business administration and management skills and/or experience.

The administration of home purchase assistance programs requires an intensive effort involving multiple skills and expertise including effective outreach, housing needs assessment, counseling, planning and implementation, and follow-up. The applicant must demonstrate the capacity to perform all activities required to produce home purchase opportunities to residents of the District of Columbia.

Experience

Applicants must demonstrate an understanding of the complex social and economic factors affecting homeownership in the District of Columbia, provide evidence of previous accomplishments, and reveal how their efforts will effect measurable positive change.

Partnerships

Successful applicants must have the capacity to leverage resources from financial, and other private and public

institutions. Therefore, demonstrated working relationships with banks and other lenders, law firms, accounting firms, technical assistance providers, Federal government agencies, foundations, other non-profits, etc. are an essential qualification for grant recipients.

Performance

Proposed activities should result in measurable and observable outcomes for residents of the District of Columbia. In addition to the number of loans closed and the dollar amount of investment, documentation of persons served must be submitted to DHCD. The successful applicant must be able to track and provide detailed client portfolio data, including demographics as well as performance outcomes.

Basic Requirements

In addition to demonstrating capacity to carry out activities, an applicant must meet the following general eligibility requirements:

The applicant must be an eligible Community-Based Development Organization as defined in 24 CFR 570.204 (c) (see attachment D), and as such must possess characteristics including, but not limited to:

- The applicant is an association or corporation organized under District of Columbia law to engage in community development activities (which may include housing and economic development activities) primarily within an identified geographical area of operation within the District of Columbia; and
- The applicant has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation by addressing one or more critical problems of the area, with particular attention to the needs of persons of low- and moderate-income; and
- The applicant may be either non-profit or for-profit, provided any monetary profits to its shareholders or members must be only incidental to its operations; and
- The applicant must maintain at least 51 percent of its governing body's membership for low- and moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation; and
- The applicant is not an agency or instrumentality of the recipient and does not permit more than one-third of the membership of its governing body to be appointed by, or to consist of, elected or other public officials or employees or officials of an ineligible entity.

The applicant must also be a corporation in good standing with the District of Columbia Department of Consumer and Regulatory Affairs, and must be current on all obligations to the District and Federal governments (i.e., D.C., Federal and local taxes, and outstanding loans).

The applicant must have written conflict of interest policies and procedures governing employees and board members in regard to the award and administration of contracts and other financial interests and benefits. These procedures must include the retention of Conflict of Interest declarations executed by each employee and board member.

Applicants and potential applicants are notified that all submissions related to this Request for Proposals process are subject to the requirements of the District of Columbia Freedom of Information Act of 1976 (DCFOIA); Pub. L. 614, D.C. Code 2-531 et. seq., after the date of the grant award.

All programs receiving funding under this RFP must comply with all applicable Federal and District laws which provide for accessibility for people with disabilities, including, but not limited to, the following laws and regulations:

- (1) D.C. Law 3-76: District of Columbia Architectural Barriers Act of 1980, Sec 1500.1 et. seq. states in part, "...all buildings, structures, and premises which are used by the general public and which are regulated by this Code be made accessible to physically handicapped persons."
- (2) The Architectural Barriers Act, as Amended (42 U.S.C. §4151 et. seq.) is an Act to insure that certain buildings financed with Federal funds are so designed and constructed as to be accessible to the physically handicapped.
- (3) Title III, American With Disabilities Act (ADA), 28 CFR Part 36, Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities.

The applicant's site of business must be accessible or have a plan to be in compliance within ninety (90) days after execution of the grant.

Consent to Sub-grant

The grantee must obtain the written consent of the HPAP Program Manager before sub-granting any portion of the work. The selected Applicant is required to include in their response a list of proposed sub-grantees, and a list of tasks/items which the selected Applicant intends to sub-grant.

SECTION 4: STATEMENT OF WORK

Proposed Scope of Services

The grantee shall perform the following tasks:

- Administer the following programs:
 - The Home Purchase Assistance Program (HPAP) as authorized by D.C. Code 42-2601 (2001 ed.) and 14 DCMR, Chapter 25;
 - The Employer Assisted Housing Program (EAHP) as authorized by D.C. Code 42-2501 (2001 ed.) and 14 DCMR, Chapter 36;
 - The Metropolitan Police Housing Assistance Program (MPHAP) as authorized by D.C. Code 42-2901 (2001 ed.) and 14 DCMR, Chapter 36;
 - The Homeownership Developer's Incentive Fund (HoDIF) Program as authorized by Title 1 of the Housing and Community Development Act of 1974; and
 - The Home Purchase Assistance Step-Up Program Fund Act of 1998, as authorized by D.C.

Code 42-2621 (2001 ed.) and 14 DCMR, Chapter 37.

- The grantee shall receive applications either directly from applicants or from intermediaries as directed by the Department, determine applicant eligibility, underwrite and process applications, analyze assistance needs, and complete loan closings for applicants of the programs.
- The grantee shall provide a pre-homeowner education program.
- The grantee shall provide a post-homeowner education program for successful loan recipients.
- The grantee shall be responsible for ensuring that pre-purchase home inspections are in compliance with the federal housing quality standards and “lead safe housing” (lead-based paint) requirements.
- The grantee shall conduct periodic surveys of loan recipients to determine compliance with principal residency requirements.
- Upon receipt of a notice of foreclosure, the grantee shall contact the loan recipient to assess the level of assistance necessary to prevent foreclosure.
- The grantee shall accept applications for the HoDIF program from non-profit developers, review for conformance with program eligibility, and make appropriate payments.
- The grantee shall provide the following specific services:
 - The grantee shall accept applications for the low income, the lower income and moderate income components of the HPAP submitted to the grantee either directly from the applicant or from designated community based housing agencies, including application for EAHP, MPHAP, and HPASUP. The grantee shall accept applications directly for HoDIF.
 - Review of HPAP, HoDIF, EAHP, MPHAP and HPASUP Applications and Determination of Eligibility
 - HPAP: The grantee shall promptly review each application received to determine whether the applicant meets the eligibility criteria to receive a loan under the HPAP. Such review and determination shall include a verification and documentation of the applicant’s income, assets and credit history and shall be consistent with all rules and regulations as set forth herein.
 - Existing HPAP Applications: The Department shall transfer all previously accepted HPAP applications received and the grantee shall process to determine and document eligibility and close loans to such applicants consistent with all other provisions of the grant.
 - HoDIF Program: The grantee shall promptly review each application received to determine and document whether the applicant meets the eligibility criteria to receive assistance under the HoDIF Program.

- Existing HoDIF Applications: The Department shall transfer all previously accepted HoDIF applications to the grantee and the grantee shall process, review and document applications for eligible HoDIF projects.
- EAHP: The grantee shall promptly review each application and determine whether the applicant meets eligibility criteria to receive a loan under the EAHP. Such review and determination shall include a verification and documentation of the applicant's income, assets and credit history and shall be consistent with all rules and regulations as set forth herein.
- Existing EAHP Applications: The Department shall transfer all previously accepted EAHP applications and the grantee shall process to document eligibility and to close loans to such applicants consistent with all other provisions of the grant.
- MPHAP: The grantee shall promptly review each application and determine whether the applicant meets the eligibility criteria to receive a loan under the MPHAP. Such review and determination shall include a verification and documentation of the applicant's income, assets and credit history and shall be consistent with all rules and regulations as set forth herein.
- Existing MPHAP Applications: The Department shall transfer all previously accepted MPHAP applications received and the grantee shall process to determine and document eligibility and close loans to such applicants consistent with all other provisions of the grant.
- HPASUP: The grantee shall promptly review each application received to determine whether the applicant meets the eligibility criteria to receive a loan under the HPASUP. Such review and determination shall include a verification and documentation of the applicant's income, assets and credit history and shall be consistent with all rules and regulations as set forth herein.
- Rules and Regulations of the EAHP, MPHAP, HoDIF, HPAP And HPASUP
 - Employer-Assisted Housing Program (EAHP): In determining the eligibility of applicants and in performing all other services under the grant, the grantee shall adhere to the provisions of D.C. Code 42-2503 (2001 ed.) and the rules of the Employer-Assisted Housing Program DCMR Title 14, Chapter 36, as amended.
 - Metropolitan Police Housing Assistance Program (MPHAP): In determining the eligibility of applicants and in performing all other services under the grant, the grantee shall adhere to the provisions of the EAHP pertaining to Metropolitan Police Officers found in D.C. Code 42-2506 (2001 ed.) and the rules of the Metropolitan Police Housing Assistance Program DCMR Title 14, Chapter 36, as amended.

- HoDIF: In performing all HoDIF services under the grant, the grantee shall adhere to all rules and provisions as specified in Title 1 of the Housing and Community Development Act of 1974 for the Homeownership Developer's Incentive Fund, D.C. Law 6-193 and 9-118, as may be amended.
- HPAP: In determining the eligibility of applicants and performing all other services under the grant, the grantee shall adhere to the provisions of D.C. Law 6-193 as amended, (D.C. Code 42-2601; 2001 ed.) and the Rules of the Home Purchase Assistance Program DCMR Title 14, Chapter 25, as amended.
- HPASUP: In determining the eligibility of applicants and all other services under the grant, the grantee shall adhere to the provisions of the Home Purchase Assistance Step-Up Fund Act of 1998, Bill 12-661 (D.C. Code 42-2621; 2001 ed.) and the rules of the Home Purchase Assistance Step-Up Fund Act DCMR 14, Chapter 37, as amended.

Notices of Eligibility, Ineligibility, Infeasibility, and Processing Status of HPAP, MPHAP, EAHP and HPASUP Applications

- The grantee shall, within ten (10) working days of the receipt of any completed application submitted under the HPAP, MPHAP, EAHP or HPASUP, review such application and notify each applicant in writing whether they are:
 - eligible for participation in the HPAP, MPHAP, EAHP or the HPASUP; or
 - ineligible for participation in the HPAP, MPHAP, EAHP or the HPASUP.
- Copies of all Notices of Ineligibility, Infeasibility or Notices of Eligibility shall be sent by the grantee to the Department's authorized community based organization that originally submitted the application on behalf of the applicant.
- Applicants deemed eligible for participation in a Program shall be issued a Notice of Eligibility, initially, and upon fulfilling all requirements, will be issued a Firm Commitment Letter.
- Notification of Eligibility: For each applicant deemed eligible for participation in a program, the grantee shall execute a certification/letter of eligibility for HPAP, EAHP, MPHAP and HPASUP loans. Each certification/letter shall be signed by an authorized official of the grantee, specifying that the determination of the applicant's eligibility is in conformance with all rules and regulations.
- Notice of Eligibility: After execution of a written certification/letter of eligibility, between the grantee and the applicant, the grantee shall issue a Notice of Eligibility as appropriate, to the approved applicant. The letter shall specify a time limit of one hundred twenty (120) days for the applicant to obtain a fully executed contract for purchase of a home consistent with the terms of the contract, and a limit of sixty (60) additional days for the applicant to complete closing on the home to be purchased.
- Firm Commitment: Upon receipt and acceptance of the information required in the Notice of Eligibility, the grantee may issue a Letter of Firm Commitment.

- Applicants deemed eligible for participation in the EAHP and the MPHAP may enter into a Housing Allowance Agreement (D.C. Code 42-2504; 2001 ed.) with the grantee, consistent with the Rules and Regulations of the Programs.
- Eligible applicants of the HPAP, EAHP, HPASUP and MPHAP shall be documented through a computerized system.
- Eligible applicants of the HPAP, EAHP and MPHAP shall be provided pre-home buyer's training by the grantee.
- Eligible applicants of the EAHP and MPHAP will be evaluated to determine whether a deferred loan, down payment matching funds or a combination of deferred loan and down payment matching funds will be developed as the financial home purchase mechanism.
- Eligible applicants of the EAHP and MPHAP shall be further processed in the same manner as HPAP participants.

Processing Steps for HPAP, EAHP, HPASUP and MPHAP Applications

Notwithstanding any other provisions of the grant, the grantee shall process HPAP, EAHP and MPHAP applications and provide a Notice of Eligibility to eligible applicants for a HPAP, EAHP or MPHAP loan within twenty (20) working days of receipt of all application materials. Final commitments are issued within seven (7) working days of receipt of a completed loan package from the applicant's first trust lender, pending sufficient funds on deposit to honor the commitment.

Information and Assistance Provided to Eligible Applicants

The grantee shall inform each eligible applicant of the requirements of the programs; the obligations of the applicant in the housing search process; evaluating and proposing to purchase a housing unit; the legal and financial aspects of home purchase and ownership; repair and maintenance of a home and other pertinent aspects of homeownership. The grantee shall also advise eligible applicants of the process of applying for first mortgage financing.

Closing Instructions and Protection of Investment

- The grantee shall cause such settlement of an HPAP, EAHP HPAPSUP and MPHAP loan under the grant to occur in a manner consistent with the requirements specified in the "D.C. Home Purchase Assistance, Employer Assisted Housing, and Metropolitan Police Housing Programs Instructions to Title Companies, Settlement Officers, Attorneys and Agents."
- The grantee shall notify the holders of each superior trust on a property purchased with assistance under the grant, in writing, of the existence of the Deed of Trust securing the HPAP, EAHP, HPASUP or MPHAP loan on the property.

Deliverables

The following deliverables shall be submitted to the Department's HPAP Grant Representative:

- Develop and submit a monthly numerical and financial summary of grantee's activities within fifteen (15) working days of the end of the previous month.

- Prepare and submit the following monthly reports within fifteen (15) working days of the end of the previous month:
 - The HPAP Beneficiary Report: The report shall include beneficiary data for each HPAP loan closed by the grantee in the previous month. The loan documents must be submitted with the report.
 - The EAHP Beneficiary Report: The report shall include beneficiary data for each EAHP loan closed by the grantee in the previous month. Loan documents must be submitted with the report.
 - The MPHAP Beneficiary Report: The report shall include beneficiary data for each MPHAP loan closed by the grantee in the previous month. Loan documents must be submitted with the report.
 - The HPASUP Beneficiary Report: The report shall include beneficiary data for each HPASUP loan closed by the grantee in the previous month. Loan documents must be submitted with the report.
 - HoDIF: The report shall include each HoDIF project funded in the previous month.
- DHCD Form 306A. Payment Requests must be submitted by Grantee within fifteen (15) working days of the end of the previous month. Invoices and all supporting documentation must accompany Form 306A.
- Maintenance of Records. The grantee shall retain all files, records and reports for a five (5) year period after the expiration of the grant or upon the completion of all District and/or Federally required audits, whichever is later. Grantee shall submit microfilm or CD-Rom records of all closed HPAP, EAHP, MPHAP and HPASUP loan files. The Department may also conduct surveys of loan recipients or use any other appropriate method of grant evaluation.

Annual Advance

The Department recognizes the need for the grantee to have cash on hand at the beginning of each operating month sufficient to cover the amount of loans that may close during that month and prior to receipt of reimbursement payment; therefore the following advance procedures have been established.

- The initial advance request must be submitted within thirty (30) days of the signing of the Grant Agreement. The HPAP Manager and the HPAP Grantee will agree on an estimate of the funds needed for the initial ninety (90) days of the grant. In the subsequent years the procedure will be as follows: after August 1, but before August 15, of each fiscal year, the HPAP Manager and the HPAP Grantee will agree on an estimate of the funds needed for the annual advance. To arrive at this number, HPAP staff will examine:
 - The HPAP Grantee's monthly closing figures under HPAP, EAHP, MPHAP, and Step-Up for the past 10 months.
 - The (current) HPAP Grantee's list of Notices of Eligibility (NOEs) as of August 1, broken out by

- proposed loan type and documenting the proposed funding source and loan amount.
 - The Greater Capitol Area Association of Realtors "D.C. Housing Report," newspaper articles regarding home sales, and other real estate industry indicators.
- By August 15, the HPAP Manager sends a letter to the HPAP Grantee requesting that it submit a Request for Advance that estimates the total funds needed by funding source, based on staff analysis of the above materials. The Grantee's response must be received by September 15 to enable enough time to process the request.
- Upon receiving the Grantee's response and accompanying 306A payment request, the HPAP Program Specialist reviews and processes the Form 306A according to the procedure outlined in Administrative Instruction 5300-001, Vendor/Grantee Expense Reimbursement.
- The HPAP Manager maintains a hard copy of the letter, the staff analysis and supporting materials, and the response in his/her files.

Year End Close Out and Financial Settlement.

The HPAP Grantee must submit the following documentation to the HPAP staff no later than 30 days after the expiration or termination of the annual grant agreement:

- Final financial statements of incurred expenses, include the following categories:
 - Annual budget
 - Expenses
 - Advance Funds not Used
 - Funds in Transit
 - Funds due to DHCD
 - Funds due to Grantee
 - Other categories (e.g., adjustments)
- Documentation of expenses, including certification of final expenses and sufficient documentation to verify expense, such as general ledgers and inventory reports.
- An executed DHCD Grantee's Certificate and Release Form (Release Form)

If funds are owed to the Grantee, the Grantee must include the final payment request with the Release Form. If funds are owed to DHCD, the Grantee must submit a check payable to the D.C. Treasurer for funds due to DHCD to the Comptroller with the Release Form.

The grantee must submit annually a financial audit report prepared by a Certified Public Accountant within ninety (90) days after the end of the Base Year of the grant and within ninety (90) days after the end of each Option Year of the grant or within ninety (90) days after grant termination.

Evaluation Surveys

An evaluation of the services performed under this grant may be conducted by the District or its designee. In order to assess performance, the grantee shall be required to make available to the District all information and records which will enable effective evaluation of the services. The information and records should be reported in

a method specified by the District or its designee. The District may schedule an evaluation meeting or meetings at any time during the term of the grant for the purpose of reviewing with the grantee the steps that should be taken to bring the grantee's activities under the grant into full compliance.

SECTION 5: SELECTION PROCESS

Part 1. Organizational Profile and Capacity -- 100 points

Criterion	Points Available
Staff— <ul style="list-style-type: none"> the proposal describes organizational staff possessing skills and experience appropriate to the organization's mission and activities. 	15
Board— <ul style="list-style-type: none"> the proposal evidences a governing body comprised largely of community stakeholders that includes individuals possessing a wide range of knowledge and experience related to housing and community development the proposal describes a governing body that is active in advancing the goals of the organization 	5
	10
Management— <ul style="list-style-type: none"> the proposal evidences the financial stability of the organization the proposal describes organizational systems currently in place to manage finances, information, and administrative functions 	10
	10
Experience— <ul style="list-style-type: none"> the proposal evidences the organization's experience in successfully implementing outcome-based community development activities especially in the area of homeownership assistance the proposal demonstrates the organization's ability to evaluate activity outcomes the proposal demonstrates the organization's ability to manage and evaluate activity progress the proposal demonstrates the organization's ability to identify and resolve organizational challenges 	25
	15
	10
Total	100

Part 2. Community Needs & Applicant Proposed Response -- 100 points

Criterion	Points Available
<ul style="list-style-type: none">the proposal presents data and cogent analysis about homeownership issues, conditions, and trends in the District of Columbia	15
<ul style="list-style-type: none">the proposal describes a reasonable and well-developed plan for the administration of the home purchase assistance programs that fits into an overall strategy of increasing first-time home ownership opportunities for low- and moderate-income District residents	30
<ul style="list-style-type: none">the proposal describes the organization's experience in successfully implementing activities similar to that proposed	20
<ul style="list-style-type: none">the proposal identifies proposed outcomes and the total detailed budget necessary to achieve those outcomes	20
<ul style="list-style-type: none">The proposal describes how the organization leverages resources to support and enhance outcomes	15
Total	100

Review Panel

The review panel for this RFP is composed of neutral, qualified, professional individuals who have been selected for their unique experiences in first-time homeownership programs.

When the review panel has completed its evaluations, in general, the panel will make recommendations for awards based on the highest combined scores for Parts 1 and 2 of the proposal. The Department and Review Panel will determine together minimum thresholds for both Part 1 and Part 2 which must be met in order for an applicant to be awarded funding. The process of evaluating proposals may require applicants to make an oral presentation before the panel and/or require the panel to conduct a site visit of the applicant's facility.

Decision on Awards

The recommendations of the review panel are advisory only and are not binding on the Department of Housing and Community Development. The final decision on awards vests solely with the District of Columbia DHCD.

After reviewing the recommendations of the review panel and any other information considered relevant, the Agency Director will decide which applicant to award funds and the amounts to be funded. Disbursements of awards are contingent on any budgetary limitations/constraints.

Nondiscrimination in the Delivery of Services

The applicant must comply with federal and local laws which prohibit discrimination in the delivery of program and services, including, but not limited to, the following laws and regulations:

- 1) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.)- Prohibits discrimination on the basis of race, color or national origin in programs and activities receiving federal financial assistance.
- 2) Section 109 of Title I of the Housing and Community Development Act of 1974 (24 CFR Parts 6,180,570) – No person on the basis of race, color, national origin, sex or religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with community development funds.

- 3) The Age Discrimination Act of 1975 (42 U.S.C. 6101-07) – Prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.
- 4) Section 504 of the Rehabilitation Act of 1973 (24 CFR Part 8), as amended provides that "No otherwise qualified individual with handicaps in the United States ...shall solely by reason of his handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance..."

Post-Selection

The applicant whose proposal is approved for funding will be required to enter into a grant agreement with DHCD for implementation of the funded activity. This agreement will include provisions that will ensure compliance with federal and District laws and regulations and define the terms of the disbursement of funds.

Prior to execution of the grant agreement, the successful applicant will meet with DHCD staff to reach consensus on crafting the specific activities that will be undertaken under the grant agreement so that the applicant's mission, community needs, and District Government priorities are addressed. This effort will result in the detailed work plan, outcome measures, and budget that will become part of the grant agreement.

Upon execution of the grant agreement, which is anticipated to be no later than October 1, 2004, the grantee will receive the requested advance amount agreed upon by the grantee and the HPAP Management.

In accordance with Federal and District requirements, DHCD will conduct evaluations of its grantee's use of CDBG, HOME, and Appropriated funds. The review objectives will include financial management and accountability, internal control structure, regulatory compliance, and program performance. The reviews may also include scheduled or unscheduled site visits. Accordingly, the grantee will be required to make available to DHCD all information and records necessary for the completion of its evaluation.

Contact Person for Information

Carlynn Fuller, Acting HPAP Program Manager
D.C. Department of Housing and Community Development
801 North Capitol St, NE 6th Floor
Washington, DC 20002
Telephone: (202) 442-7290

SECTION 6: PROPOSAL INSTRUCTIONS

Format

There are three parts to the proposal package:

- Part 1 of the proposal response form
- Part 2 of the proposal response form
- Electronic version of proposal on diskette
- Attachments

The attached proposal form is available in MSWord format from DHCD via email or from the DHCD website at <http://www.dhcd.dc.gov>. While not recommended, the form may be completed by hand. If you would like the form emailed to you, send a message with your request to Rhonda.Willingham@dc.gov. The Department accepts no responsibility for proposals sent via email that are not received by the requesting party, and

recommends that all interested parties come to the Department and pick up a copy or print a copy from the DHCD website listed above.

Internet

Applicants who obtained this RFP through the Internet are asked to provide the Residential and Community Services Division with the following:

- Name of organization
- Key contact
- Mailing address
- Telephone and fax numbers.

This information is requested so that the applicant can receive updates and/or addenda to the RFP.

Proposal Response Form Instructions

The form is a series of Word generated tables. Enter requested data in the cells where indicated. Word/page counts are identified for questions requiring narrative responses. Do not exceed the stated limit.

The completed form should be printed out in landscape format **one side, on 8½ by 11-inch paper** with three holes punched (i.e., with a standard 3-hole punch) at the long edge.

Margins must be no less than one inch and a minimum font size of 11-point is required (New Times Roman, Courier, or Arial Narrow type recommended). Pages **MUST** be numbered. **The review panel will not review proposals that do not conform to these requirements.**

The pages of Part 1 and Part 2 of the proposal should be attached separately with binder clips and then bound together with an additional binder clip.

Proposal packages should have:

- No binding or covers other than those indicated
- No staples
- No graphics
- No attachments other than those requested

Required Attachments

The following attachments to the completed form are required:

Articles of Incorporation and Bylaws
Organizational Chart
Board Resumes
Staff Resumes
Assurances (RFP Attachment A)
Certifications (Lobbying, Drug-Free, etc.) (RFP Attachment B)
Two Original Receipts (RFP Attachment C)
Certificate of Good Standing from DCRA (obtained within the past three months)
Proposed list of Sub-grantees (if applicable)

The attachments package should be arranged in the order items are listed with three holes punched (i.e., with a standard 3-hole punch) and attached with a binder clip. The entire package should then be attached to Part 1 of the proposal form with an additional binder clip.

Applicants may obtain the Certificate of Good Standing at DCRA's One-Stop Business Center located in Room 1100 at 941 North Capitol Street, NE; the certificate may be requested by mail to Ms. Regina Dobbins, DCRA Corporations Division, 941 North Capitol Street, NE, Washington, DC 20002. There is a \$20 fee for the certificate. For additional information, call the Corporations Division at (202) 442-4432.

Pre-Proposal Conference

The Pre-Proposal Conference will be held June 21st, 2004, from 10:00 am to 12:00 pm, at the Department of Housing and Community Development, 801 N. Capitol Street, NE, 9th Floor Conference Room, Washington, DC, 20002.

Explanations to Prospective Applicants

Applicants are encouraged to call, mail or fax their questions to the contact person listed above on or before June 25, 2004. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date. Oral explanation(s) or instruction(s) given before the award of the grant will not be binding.

Resources

For more information about the Department of Housing and Community Development, please visit:

<http://www.dhcd.dc.gov>

Information regarding federal regulations that apply to Community Development Block Grants, and HOME funds can be found on the US Department of Housing and Urban Development website:

<http://www.hud.gov/offices/cpd/communitydevelopment/library/deskguid.cfm>; and

<http://www.hud.gov/offices/cpd/communitydevelopment/programs/entitlement/entitlementcommunitiesqfacts.cfm>

Circulars A-110 and A-122 detailing federal spending requirements are available from the US Office of Management and Budget: <http://www.whitehouse.gov/omb/circulars/a110/a110.html>; and <http://www.whitehouse.gov/omb/circulars/a122/a122.html>

A wide range of information regarding community development issues and funding opportunities can be found at: <http://www.knowledgeplex.org>

SECTION 7: PROPOSAL SUBMISSION

Complete Proposal

A complete proposal includes one (1) original and eight (8) copies of Part 1 and Part 2 of the proposal response form, an electronic version of both parts on one diskette, and the attachments package submitted in an envelope or package. Attachment C should be affixed to the outside of the envelope or package. **Of the nine (9) proposals, one (1) proposal must be an original. DHCD will not forward the proposal to the review panel if the applicant fails to submit the required eight (8) copies, plus one (1) original.**

Telephonic, telegraphic and facsimile submissions **will not be accepted.**

Proposal Submission Date and Time

Proposals are due no later than 4:00 p.m., on July 9, 2004. All proposals will be recorded upon receipt. Proposals **submitted at or after 4:01 p.m., July 9, 2004** will not be forwarded to the review panel. Any additions or deletions to a proposal will not be accepted after the deadline.

The eight (8) proposals, plus the original and diskette, **must be** delivered to the following location:

Department of Housing and Community Development
Residential and Community Services Division
801 North Capitol Street, NE
6th Floor
Washington, DC 20002
Attention: Carlynn Fuller

Mail/Courier/Messenger Delivery

Proposals that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the deadline at the above location. Messenger/Courier services delivering proposals at or after the post dated time **will not be accepted.**

*****Late Proposals Will Not Be Forwarded To The Review Panel*****

Notice of Non-Discrimination

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.